

**IT'S YOUR MOVE** is provided to assist you in making your move as problem-free as possible. It is organized into four parts:

**OUTBOUND** provides an overview of transportation (shipping and storage of your goods) and travel rules. It covers your entitlements and responsibilities when leaving for post, either from the U.S. or on post-to-post transfer.

**INBOUND** covers the other side of the coin, making specific suggestions about what to do on arrival at your next post, with specific information on transfers to the United States.

**ANYWHERE YOU WANDER** deals with issues common to both outbound and inbound shipments. This section gives more information about insurance, claims, inventories, cost-construction, and other issues.

**PROBLEMS, INFO, DO'S & DON'TS** provides information dealing with 1) problems and contact phone numbers, 2) shipping via personal pouch and APO, 3) contract entitlements, 4) controlled storage companies, 5) insurance companies, 6) air freight (UAB) do's and don'ts, 7) firearms and 8) hazardous items.

There is no "rule" about when to start planning your move except "earlier" is always better than "later." This guide is intended to give you a basic understanding of how you and your effects move to and from post, so that you will be better prepared to play your part in this process. **Your active participation is a key element in the success of your move.**

You should also refer to the **Foreign Service Assignment Notebook: What Do I Do Now?**, issued by the Overseas Briefing Center (OBC), for more information on moving and also for guidance on other aspects of relocating to foreign posts. You may obtain a copy of this publication by contacting the Overseas Briefing Center, at ☎ **703-302-7277**, <http://fsi.state.gov/search.asp> or E-MAIL: [FSIOBCInfoCenter@state.gov](mailto:FSIOBCInfoCenter@state.gov).

We have tried to ensure that this information does not conflict with the regulations contained in 14 FAM 500/600 (Travel and Transportation) or 14 FAM 640/650 (Claims). Should any conflict arise, the regulations must take precedence.

If you have specific questions that are not addressed in this guide, contact your General Services Officer at post or:

Transportation Operations  
Department of State  
Room 1244, Main State  
Washington, D.C. 20520

TEL: ☎ **202-647-4140** or  
☎ **800-424-2947 (only outside the DC area)**  
FAX: **202-647-4956**  
E-MAIL: [TransportationQuery@state.gov](mailto:TransportationQuery@state.gov)

We sincerely hope that you will find this book helpful. If you have suggestions on how we can improve it, please inform the Transportation Office at the Department of State (A/LM/OPS/TTM).

We wish you a trouble-free move!

Transportation Division  
March 2006

**PART I - OUTBOUND**

A.	<u>Travel Authorization</u>	2
1.	Assignment Information	2
2.	Itinerary	2
3.	Travel and Effects	2
4.	Allowances	2
	<b>Exhibits: Samples of TM Channel Communications</b>	
5.	Overall Remarks	9
6.	Authorization and Fiscal Data	9
B.	<u>Outbound Transportation (Shipment and Storage of Effects)</u>	9
1.	Visit the Transportation Division at Main State or Your GSO Shipping Office at Post	9
2.	Understanding Your Household Effects Shipment	10
3.	Air Freight/Unaccompanied Air Baggage (UAB)	11
	Shipping a layette	12
	<b>Exhibit: List of suggested items for UAB</b>	13
4.	Household Effects (HHE) Shipment	14
	<b>Exhibit: List of average weight per article</b>	15
	Limited shipment	14
	Full shipment	18
	Definition of HHE	18
	High Value Items	18
	Firearms	19
	Alcoholic beverages	20
5.	Shipments of Consumables and Vendor Items	22
	Consumables	22
	Vendor items	22
6.	Controlled Storage	23
	Definition	23
	Authorization to use controlled storage	24
	How to arrange for controlled storage	24
7.	Automobile Shipment—Export and Import	24
	Authorization	24

## **TABLE OF CONTENTS (Cont'd)**

	Time Limitation	24
	American-made or American-purchased POV	24
	Foreign-made/foreign-purchased POV	25
	Preparing POV for shipment abroad	25
	Working with Despatch Agent	25
	Preparing POV for shipment to the U.S.	25
	Modifications-catalytic converter	25
	Periodic Replacement	25
8.	Supervise Your Pack-Out	28
	Suggestions for your move	28
	Packers' obligation	29
C.	<u>Transit Times</u>	30
1.	Air Freight (UAB)	30
2.	Household Effects (HHE)	31
D.	<u>Outbound Travel</u>	31
1.	Understand Your Authorized Itinerary and Responsibilities	31
2.	Comply with the Fly America Act	32
	What the law requires	32
	Your travel responsibilities	32
	Basic guidelines	32
	<b>Exhibit: Form for requesting Fly America exception</b>	
		33
	Justification for use of foreign-flag carrier	33
	Your financial responsibility	34
3.	Use City-Pair/Contract Fares	34
	Definition	34
	Where to find information on City-pair flights	34
4.	Make Your Reservations Through Your Post or the Department	35
	Use of Travel agencies	35
	Procurement of tickets	35
	Accommodations	35
	Leave en route	35
	Baggage allowance	36
	Travel by mixed modes	36

## **TABLE OF CONTENTS (Cont'd)**

### **PART II - INBOUND**

- A. Inbound Transportation 40
  - 1. Know What To Do on Arrival at Post Abroad 40
  - 2. Know What To Do on Arrival at Post In U.S. 40
  - 3. Supervise Your Unpacking Day 42
    - Your role 42
    - Movers' responsibilities 44
- B. Inbound Travel: Accounting for Tickets and Advances 44
  - 1. Refunds and Airline Bonus Coupons, Etc. 44
  - 2. Unused Tickets and GTRs 45
  - 3. Filing Your Travel Voucher 45
  - 4. Where to Get Help 45

### **PART III - ANYWHERE YOU WANDER**

- A. Per Diem, Allowances, and Advances 47
  - 1. Travel Advance 47
  - 2. Applying for Allowances 47
  - 3. Per Diem 47
  - 4. Travel Status 47
  - 5. Temporary Lodging Allowances (TLA) 47
  - 6. Foreign Transfer Allowance (FTA) 47
  - 7. Home Service Transfer Allowance (HSTA) 48
- B. Why You Need an Inventory 49
- C. About the Claims Act and Filing a Claim 50
- D. Why You Need Personal Commercial Insurance for Your Effects 52

## **TABLE OF CONTENTS (Cont'd)**

- E. How to Make More Than One Shipment 53
- F. Shipments To or From a Point That Is Not on Your Orders or Cost-Constructive Shipments 54
- G. Travel And Transportation in Connection With an SMA (Separate Maintenance Allowance) Grant 55
  - 1. Types of SMA Grants 55
  - 2. U.S. Origin Point 55
  - 3. Transfer Between Foreign Locations 55
- H. Frequently Asked Questions about Car Shipments 56

## **PART IV - PROBLEMS - INFO - DO'S & DON'TS**

- A. If Problems Occur 61
- B. Problems With Pack-out 62
- C. Contract Entitlements and Obligations 63
- D. Department Notice - Procedures on Prohibited Items Shipped Via Diplomatic Pouch 62
- E. Using the APO/MPO (Army/Military Post Office)
- F. Controlled Storage 65
- G. Insurance Companies 66
- H. Do's and Don'ts with UAB 67
- I. Information on Export and Import of Firearms 68
- J. Ammunition 68
- K. Hazardous Items - Know Your Freight 69

## **PART V - INDEX** 70

## **APPENDIX - APPRAISALS** 75